

February 13, 2003

## **You Must Take Personal Responsibility for your Safety and Security**

Since 911 the world had really changed. Things we took for granted, we now have to worry about. We now seem to recognize the fact that we face threats from hostile governments and extremist groups. The more unprepared you are to face these threats the more insecure you will feel. When we look at the world situation it can make the bravest of us feel afraid and worried.

You can gain some peace of mind by preparing for and addressing your personal safety and security. You should plan now, before an emergency occurs. The more you plan, the better off you and your family will be in the event something happens. You can't wait for someone else to do it for you. You must take personal responsibility to ensure your own security, safety, and that of your family. Here are some suggestions:

- Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- Learn where the emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic.
- Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go. Your kit should contain food, water, medications, fuel and personal items adequate for up to two weeks.
- Keep fire extinguishers in working order. Know their locations and how to use them.
- Be prepared to do without services you normally depend on that could be disrupted—electricity, telephone, natural gas, gasoline pumps, cash registers, ATM machines, and internet transactions.
- Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Be particularly cautious at your place of employment.
- In the event of an explosion you should leave the building as quickly as possible. Do not stay to retrieve personal possessions or make phone calls. If things are falling around you get under a sturdy table or desk until they stop falling. Then leave quickly watching for weakened floors and stairs and falling debris as you exit.

- If you are trapped in debris. Do not light a match. Do not move about or kick up dust. Cover your mouth and nose with a handkerchief or clothing. Rhythmically tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort when you hear sounds and think someone will hear you. Shouting can cause a person to inhale dangerous amounts of dust.
- Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people. Some chemical agents can be odorless and tasteless. You should follow the instructions of the authorities.
- Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents that would likely to be used as weapons are bacteria, viruses, and toxins. You should follow the instructions of the authorities such as whether to remain inside or to evacuate and in other proper responses.
- Nuclear explosions can cause deadly effects—blinding light, intense heat and secondary fires. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles. You should follow the instructions of the authorities.
- You should be familiar with the Emergency Occupancy Plan in effect at your office. If you are not sure about the emergency procedures ask your supervisor.
- You should have a written emergency plan at home with contact numbers, etc. All family members should be familiar with the plan and keep a copy handy.
- You should have a battery-powered commercial radio with extra batteries. Keep listening to the radio for news about what to do, where to go, and places to avoid.
- You should have rolls of duct tape, sheets of plastic and scissors in case you need to barricade inside your home.
- You should have sanitation supplies including, soap, water and bleach.
- You should have a first aid kit and a first aid manual.

**Many books, pamphlets and manuals are written on the proper response to terrorism. They can't all be covered in one safety tip. It is recommended that you visit the attached Disaster Public Education Websites for detailed information. It could save your life. Pay special attention to the Federal Emergency Management Agency (FEMA) Website.**

**Safety Tip:**

**Remember, every person is responsible for his/her own safety and security. You are responsible for having the proper information and to be prepared in the event terrorist strikes. There are many things that you can do to take personal responsibility for your safety and security during a terrorist attack. The more you plan and do the safer you will be if something happens. You owe it to yourself and to your family. Don't panic plan so that you can be prepared.**



## **Attachment**

### **Disaster Public Education Websites**

Federal Emergency Management Agency .....	<a href="http://www.fema.gov">www.fema.gov</a>
U. S. Fire Administration .....	<a href="http://www.usfa.fema.gov">www.usfa.fema.gov</a>
Citizen Corps .....	<a href="http://www.citizencorps.gov">www.citizencorps.gov</a>
Department of Commerce .....	<a href="http://www.doc.gov">www.doc.gov</a>
Department of Energy .....	<a href="http://www.energy.gov">www.energy.gov</a>
U. S. Department of Agriculture .....	<a href="http://www.usda.gov">www.usda.gov</a>
Department of Justice .....	<a href="http://www.justice.gov">www.justice.gov</a>
Department of the Interior.....	<a href="http://www.doi.gov">www.doi.gov</a>
Environmental Protection Agency .....	<a href="http://www.epa.gov">www.epa.gov</a>
U. S. Postal Service .....	<a href="http://www.usps.gov">www.usps.gov</a>
National Oceanic and Atmospheric Administration .....	<a href="http://www.noaa.gov">www.noaa.gov</a>
National Weather Service .....	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>
U. S. Geological Survey .....	<a href="http://www.usgs.gov">www.usgs.gov</a>
Centers for Disease Control and Prevention .....	<a href="http://www.cdc.gov">www.cdc.gov</a>
Food and Drug Administration .....	<a href="http://www.fda.gov">www.fda.gov</a>
Nuclear Regulatory Commission .....	<a href="http://www.nrc.gov">www.nrc.gov</a>
American Red Cross .....	<a href="http://www.redcross.org">www.redcross.org</a>
National Fire Protection Association .....	<a href="http://www.nfpa.org">www.nfpa.org</a>
Institute for Business and Home Safety .....	<a href="http://www.ibhs.org">www.ibhs.org</a>
Humane Society of the United States .....	<a href="http://www.hsus.org/disaster">www.hsus.org/disaster</a>

